



**POST IV-2 (IDJC Direct Care Staff)**  
**(Return this page only to POST)**

<b>1. Name of Staff</b>			<b>2. Staff Class Number (if appropriate)</b>	<b>3. Date of Staff Class (if appropriate) and sponsoring department</b>
<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>		
<b>Name of Facility Training Officer(s)</b>			<b>Social Security Number</b>	<b>6. Facility Training Dates From                      To</b>
1.			5. Facility Assignment	
2.				
3.				
4.				
<p>This training guide is a listing of basic direct care staff responsibilities, tasks and procedures. The Facility Training Officer (F.T.O.), or training designee per the Superintendent, will use this guide during the Facility training of a staff. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, s/he will require the recruit to perform the task while s/he observes. The F.T.O. should pace him or herself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR FACILITY, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE. EXTRA SPACES ARE PROVIDED FOR ADDITIONAL TASKS.</p>				
<b>7. I have been instructed in all items as recorded in this Facility training guide.</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>(Signature of Staff)</b> </div>			<b>8.</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>Date</b> </div>	
<b>9. Reviewed by:</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>(Signature of Training Reviewer-Title)</b> </div>			<b>10.</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>Date</b> </div>	
<b>11. I attest that the above named trainee has satisfactorily completed the prescribed Facility Training Program.</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>(Signature of Superintendent)</b> </div>			<b>12.</b>  <div style="border-top: 1px solid black; width: 100%; text-align: center; margin-top: 20px;"> <b>Date</b> </div>	